

Georgia State University Administrative Appointment Guidelines

When a Georgia State faculty member is appointed to an administrative role within the University there are changes that occur to their title, duties, workload %, and compensation. The following guidelines should be adhered to when a current or newly hired faculty member at Georgia State University is appointed to an administrative position.

1. **Offer letter:** The administrative position offer letter will include the following details:
 - a. New administrative title
 - b. Expected administrative job duties
 - c. AY/FY conversion details
 - d. Supplemental pay details
 - e. Workload % update
 - f. Step-back procedures for each of the above
2. **Administrative Title:** The job title will usually change to reflect the new administrative role and duties. This administrative title will remain while the faculty member holds the position and will be removed when the administrative appointment ends.
3. **Job Duties:** These are the new duties that the faculty member will carry out in their administrative role. If they will continue to perform their regular faculty duties (teaching, research, or service) it should be indicated in the workload % (item #6).
4. **Standard conversion metric for AY/FY Contracts:**
 - a. **AY to FY** – divide the AY base salary by .75
 - b. **FY to AY** – multiply the FY base salary by .75
5. **Supplemental Pay:** Administrative faculty usually receive an administrative supplement based on the job description and responsibilities related to their administrative role. The administrative supplement will be identified separately from the base salary amount in the offer letter and the faculty member's contract. The offer letter and contract will also specify that the supplement will no longer be available when the administrative appointment ends.

The amount of the stipend can be renegotiated annually if the administrative responsibilities change over time. Merit pay increases for administrative faculty may be based on the total fiscal salary (base salary plus the stipend amount) and should remain with the salary line when the administrator returns to their original faculty title.

6. **Workload %:** The faculty member's workload percentages will be adjusted while they hold the administrative position. For positions that have a majority administrative workload, the faculty member will receive an administrative contract in subsequent contract cycles.

Faculty appointments that do not hold an administrative title should not be given an administrative workload. If a non-administrative titled faculty member is performing administrative-type work, it should be incorporated into their service workload.

7. **Step-back:** When a faculty member returns to their original faculty position from an administrative role, their title, salary, and workload will return according to the terms in the appointment letter.

Also, when the faculty member returns to their academic year base salary amount, the amount should be examined by the supervisor and adjusted so that it is similar to other faculty in the department with similar rank and experience or other faculty in similar positions at the institution. This follows USG policy (BOR Policy Manual [8.3.12.2](#) and Academic & Student Affairs Handbook [4.3.5](#)).

8. **Acting or Interim appointments:** The title 'Interim' will be used when there will be an active search for a replacement and 'Acting' will be used when the original administrator is expected to return. In the case of an Acting or Interim appointment, the appointee will be moved into the regular OneUSG position number or an appropriate Interim/Acting position number. This will prevent reporting conflicts and ensure the integrity of the employee data.

Georgia State University Administrative Appointment Procedures

Who does this affect? Any faculty member appointed to an administrative role that:

1. includes a title change to an administrative title at the level of Department Chair or above, **AND**
2. has a majority administrative workload, **AND/OR**
3. will be receiving an ongoing administrative supplement for administrative duties.

Obtaining Approval to Search

- No prior approval is needed if the search is internal to the university. If a college plans to conduct an external search for the position, they must follow the **regular faculty hiring procedures** to obtain approval to search and interview.

Obtaining Approval to Appoint

1. Once a candidate has been selected, the following will be completed, scanned, and emailed to OFA by the Unit Faculty Hiring Coordinator (UFHC):
 - Faculty Hire Form (Appendix D)
 - Memo to the Provost with a brief justification for appointment and anticipated job duties.
 - Draft offer/appointment letter (containing everything in item #1 from the Guidelines)
 - Up-to-date Curriculum Vitae (CV)
2. Once approved by the Provost, OFA will scan and email a copy of the approved appointment paperwork back to the UFHC.

Final Employment Processing

3. Following approval from the Provost, the appointment is official. The UFHC will follow normal GSU faculty hiring procedures and initiate any MSS transactions to change any title, supplemental pay, or salary. OFA will update the workload percentages in OneUSG to the percentages approved on the Appendix D form.